



# HR Users Guide

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## How to Login to Discoverer Viewer

- Open your Internet Browser and go to the Talent2 Alesco Human Resources Management System Application Start Options – Discoverer, as per URL below:  
<http://www.flinders.edu.au/hr/hrsp/talent2-hrms.cfm>
- Save the URL to your favorites for future use.
- Click the Discoverer Viewer link listed under Discoverer.

The following screen will appear:

ORACLE Discoverer Viewer  
Business Intelligence

Connect >

### Enter connection details.

Enter your connection details below to connect directly to Oracle BI Discoverer.

\* Indicates required field.

Connect To

\* User Name

\* Password

\* Database

End User Layer

Locale

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About Oracle BI Discoverer Viewer Version 11.1.1.6.0  
Oracle Technology Network

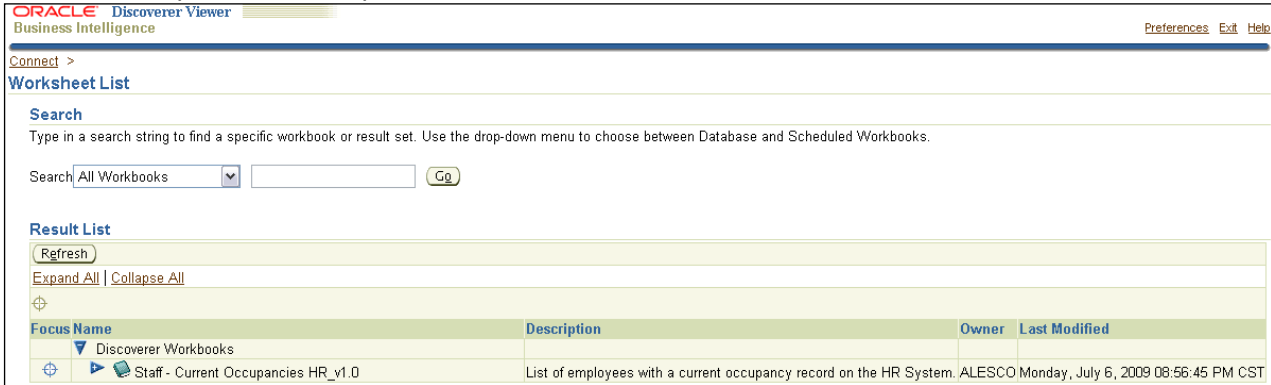
[Exit](#) | [Help](#)

- Enter your login details where indicated with \*
- **Connect to:** Leave as the default value (Oracle BI Discoverer)
- **\*User name:** Enter your FAN
- **\*Password:** Enter your HR Alesco password
- **\*Database:** T2PROD (in upper or lower case letters)
- **End User Layer:** Leave blank
- **Locale:** Leave as the default value
- Press Enter or click on the **Go** button.

**Note:** Discoverer viewer offers extensive help throughout the application. To access help simply click on the **Help** link at the top right corner of the Discoverer page.

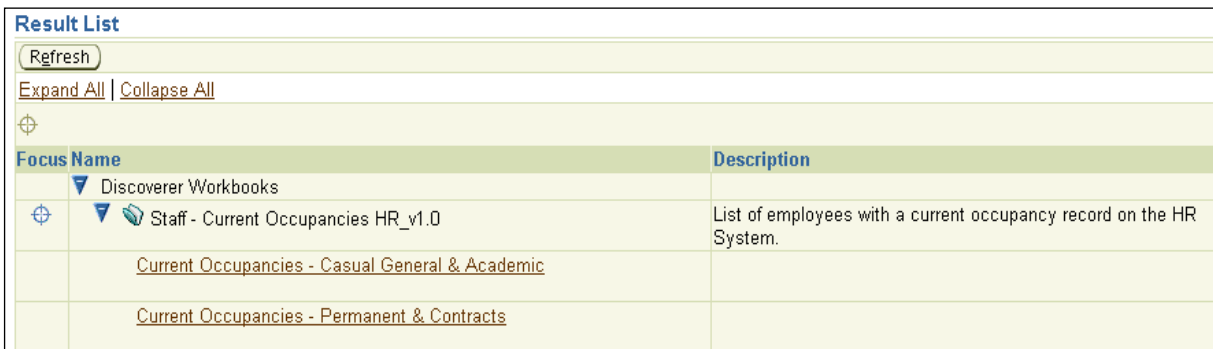
## Worksheets & Workbook Definitions

Once connected to Discoverer Viewer, a list of Workbooks will display. If a list of workbooks does not display – select Database workbooks from the search box. Each Workbook contains 1 or more Worksheets. Discoverer Viewer displays the Worksheets in a similar way to Windows Explorer with collapsible folders.



## Choosing a Workbook

To open a workbook, click on the plus sign (+) beside the workbook name to expand the list of worksheets available. The worksheets are displayed as links. Click on a link to open the worksheet.

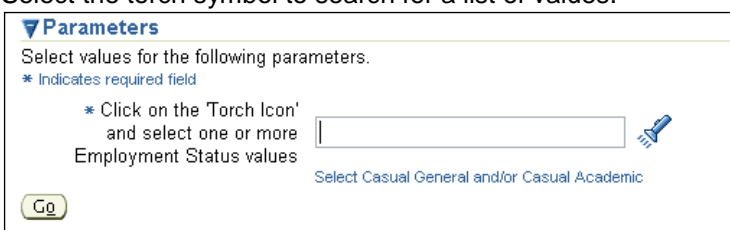


Directly above an opened worksheet, is the option to go back and choose a different worksheet by selecting **Workbooks >** as shown in example below.

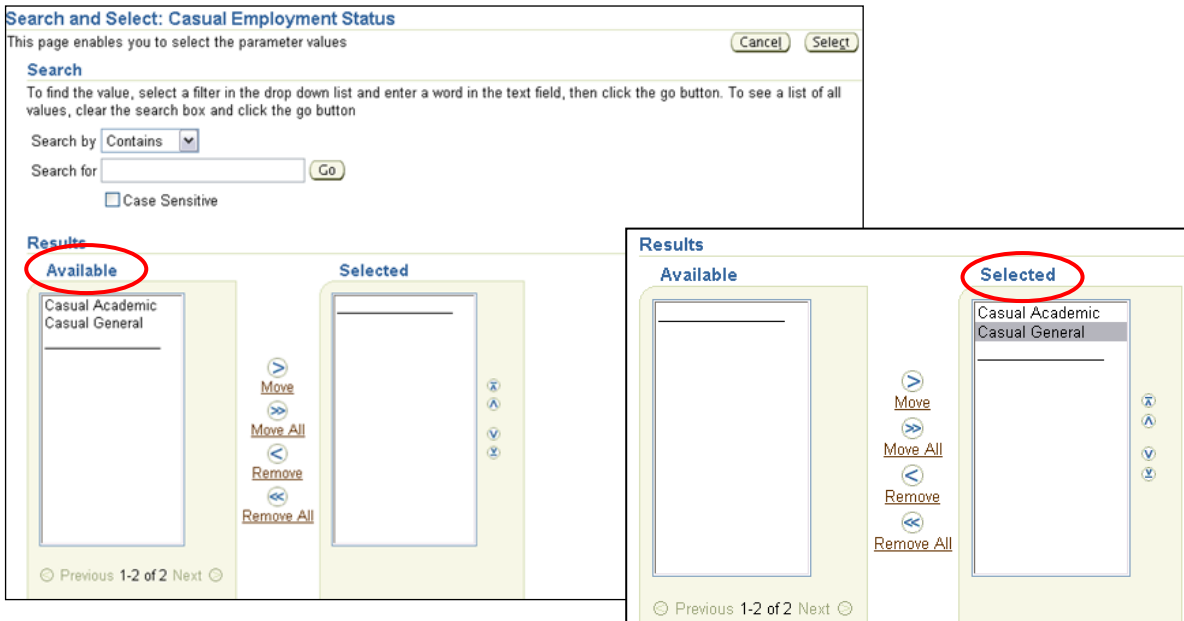


## Selecting Parameter Values

Some worksheets are based on entering parameters to filter the data. If the parameter displays an asterisk the field is mandatory. Select the torch symbol to search for a list of values.

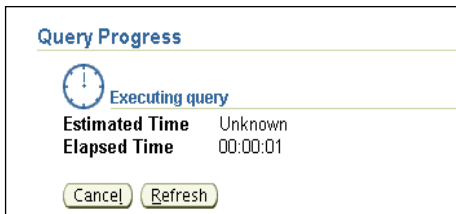


Select one or multiple values from the 'Available' section and move or move all to the 'Selected' section. Click the 'Select' Button.

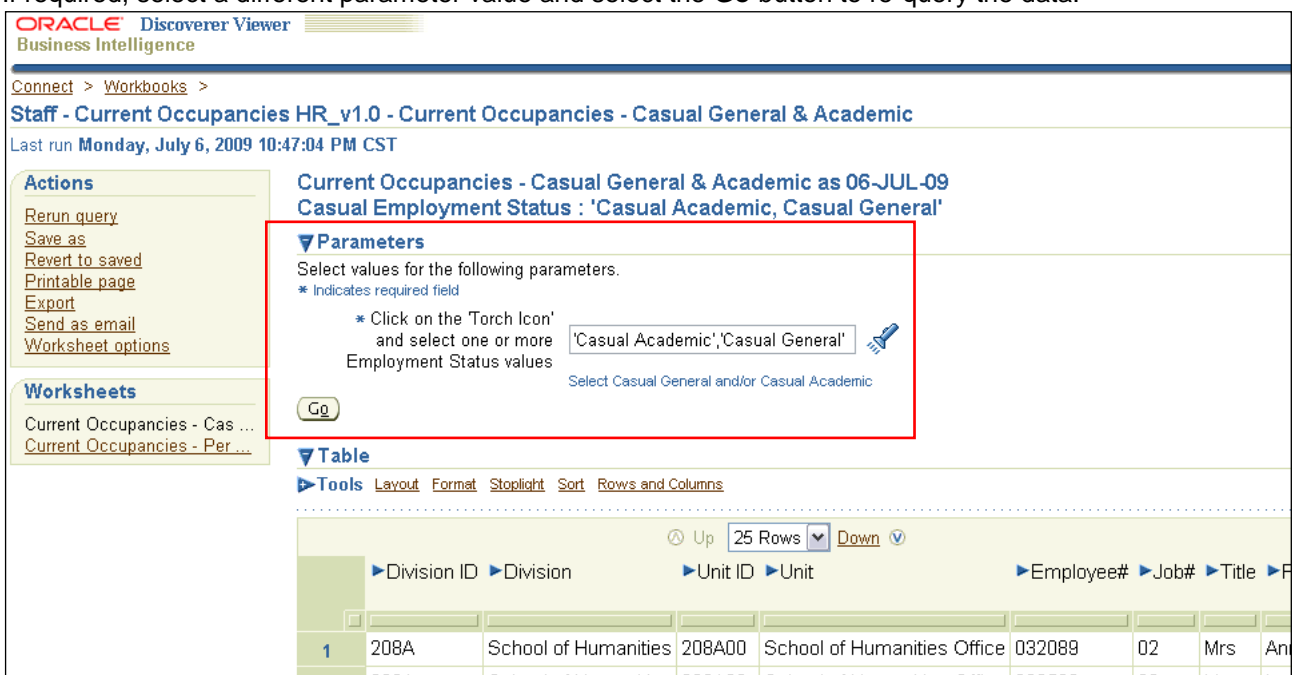


Click the **Go** button.

While the report data is being processed the following screen will be displayed. Please wait.



The data retrieved is displayed on a screen similar to below. If required, select a different parameter value and select the **Go** button to re-query the data.



## Workbooks

Discoverer Viewer allows you to view a set of workbooks. The data in these workbooks is updated nightly, so if a new job was entered on the HR System today, you will see the new data in your reports tomorrow. As soon as you run a workbook the data is refreshed. These reports can be exported to excel for easier viewing and manipulation, but the data will be static once in excel.

## Instant Information at your Fingertips

The workbooks may also be used for many other purposes. For example, to create a list of email addresses for fixed-term academics follow the steps below:

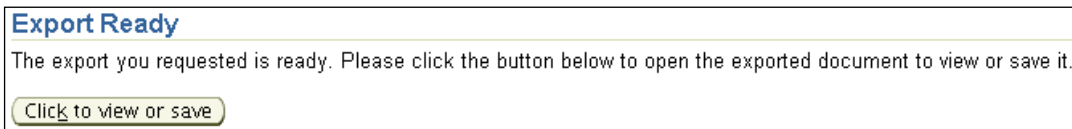
- In Discoverer, open the workbook called Staff – Current Appointments HR v1.3.
- Open worksheet Continuing & Fixed Term Contracts.
- Select 'ACAD'.
- Run the query.
- Export the worksheet to excel.
- Within Excel, filter the employment status to include fixed term employees only.
- Remove other columns that are not relevant to what is required.
- Remaining is an email listing for all fixed term academics.

**Note:** We recommend exporting the data to excel for easier viewing and formatting. In addition to this, using filters will allow you to extract the information you require in an effective and timely manner.

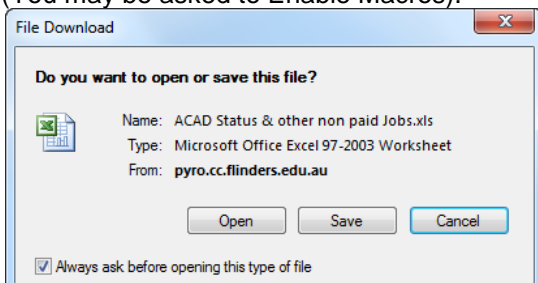
## Export Data to an Excel Spreadsheet

Worksheets can also be exported to an excel spreadsheet.

Select 'Export' from the Actions menu on the left panel.  
Select 'Microsoft Excel Workbook' from the Export Type drop down list.  
Click the 'Export' button.  
Click the button to 'View or Save' as shown below.



Select 'Open' to view the file  
Or select 'Save' to place the spreadsheet in an appropriate folder on your computer.  
(You may be asked to Enable Macros).



## Print or Email from Discoverer Viewer

To **print** the Worksheet:

Select 'Printable Page'

Select the 'Content' & 'Page Set Up' tabs to change the printing settings (if report is large, scale it down).

Select 'Printable PDF' to view or save the report before printing

To **email** the Worksheet:

Select 'Send as Email'

Select a file format i.e. Microsoft Excel Workbook. This will attach the excel file to the email.

Select 'Next'

Enter the email send details. Test this out by sending an email to yourself.

Select 'Finish'

To **exit** the application:

Select the Exit link

Remember, if you modified the report you may wish to save your changes before exiting, please re-name your version of the workbook.

For more information on how to use Discoverer Viewer please select the Help link within the application, or if you have any questions or require more information contact the HR Systems Team.